



Are you interested in supporting the work of Catalyst by becoming a Trustee?

The Trustee Board is seeking to appoint two new Trustees to support the governance of the charity, **Catalyst Support**.

We are looking for people with an interest in and empathy with the specialist work of the Charity, bringing to a range of different skills, experiences and perspectives.

Catalyst is a non-profit organisation in Surrey working with people who are dealing with issues stemming from drug and alcohol misuse and mental health need.

- **What does a Charity Trustee do?**

Charity Trustees are people who serve on the governing board and have overall control of the Charity and are responsible for making sure it is financially sound and it is doing what it was set up to do.

The role of a Trustee is a voluntary one and they work to specific guidelines from the Charity Commission and a clearly defined legal framework.

Trustees are people who lead the charity, decide how it is run and make decisions that impact on people's lives, making a difference to their local community and to society as a whole.

- **What skills or experiences are we looking for?**

Whilst we are looking for specific skills and experiences in fundraising, legal, and social care organisations to help address the challenges Catalyst faces in managing its daily work and the needs of the people it serves, our remit is wider than this.

If you have worked with or alongside the charity sector, in health and social care settings or have experience, either personally or professionally, that has brought you into contact with issues around mental health or alcohol or drug dependency, we are keen to talk to you.

The opportunity to be a Trustee is open to any individual and appointment is through a recruitment process involving the current Board.

We would be pleased to hear from anyone who considers they could add value to the work of the Trustee Board and enjoy being part of the governance team. The trustee should bring a new perspective to the Board through the qualities and skills outlined in the Trustee role description.

- **What is the time commitment?**

The role requires:

- Attending quarterly meetings, with pre-reading of relevant papers
- Attending other meetings on an occasional basis
- Managing business or decision making through electronically

A willingness to join in networking events, or internal meetings with staff would be useful. The role can be managed alongside employment or other commitments.

- **How long does a Trustee serve?**

Guidance suggests a Trustee serve for a term of three, three year terms. However, there is the option to remain on the Board after this time, mutually agreed by the Board and the individual Trustee. Trustees may of course resign at any stage during their period of service.

- **Other opportunities**

As we recognise the difficulties of committing formally to the Trustee role, we also have opportunities for someone who wishes to experience the role as part of their work experience or similar, or for someone who has specialist knowledge and wishes to act as an advisor to the Board in their specialist area.

- **What does Catalyst offer a successful candidate?**

Catalyst Trustees know that they are contributing to the charity in its endeavour to meet the specialist needs of its clients. This can be very rewarding and contributing will bring a sense of achievement; often giving as much back as you put in, sometimes more.

The contribution a Trustee brings to the board also adds to their personal experience of working in a team, being empowered to make varied decisions through debate. They can gain valuable insight and experience into the governance applied to the Charitable sector, a fascinating way of learning how to apply the principles of accountability and governance.

By sharing their knowledge and using skills and experiences, a trustee can use this opportunity to develop further benefiting their professional careers as well as increasing a sense of personal well-being.

Being a trustee means making a difference to people, to local communities and to society as a whole, giving a person a great sense of purpose and prospect.

- **Where can I find out more?**

- **Charity Commission Guidance “The essential Trustee (CC3) 2018.** www.gov.uk publications.
- **The Charity Governance Code 2017**



- **Annual Reports, Impact Report, Annual Review – Catalyst Support Ltd**
www.catalystsupport.org.uk
- **The Articles of Association Catalyst Support Ltd – available on request**

- **I'm interested, who do I contact?**

Sue Murphy, Chief Executive susan.murphy@catalystsupport.org.uk

Your details and expression of interest will be forwarded to Susan Bowen, the Trustee leading on recruitment to the Board, for an initial telephone discussion. A Role Description will be provided and information on how to apply. Thank you for your interest.